

All Saints' Church Writtle – Parochial Church Council

Minutes of meeting held on 6th July 2015

Present:

Rev'd Jo Jones	Tony Ripton	Sally Cansdale	Andrew Merchant
Diana Day	Andrew Brewster	Margaret Bruce	Pam Butt
Chris Pendrill	Allan Ellis	Pauline Montague	Geoffrey Clarke

Nanette Wright

In attendance: Wendy Beach (Safeguarding Officer)

Opening devotions

1. **Apologies:** Bernard Smart

2. **Safeguarding:**

Wendy advised that progress has been made in fulfilling the obligations of the Safeguarding Policy, and that there remains some work to do.

- **DBS checks** – No issues with children because the only groups with unsupervised contact with children is Bellringing, and their DBS checks are up to date
- **Training** - Everyone with contact with children should complete the online training
- **Vulnerable adults** – The meeting reviewed the definition and agreed that the Link Club falls outside it. However, when lay members are commissioned to give home communion, we will follow Diocesan policy, which is likely to include DBS checks.
- **PCC members and DBS checks** – Jo confirmed that as the PCC does not need to supervise work with vulnerable adults and children, there is no need for additional PCC DBS checks
- **Poster** – Wendy had produced a Safeguarding poster with contact names and numbers, and it was agreed that it should be displayed within the church
- **Activity plans and Risk assessments** – It was agreed that risk assessments should be completed as a matter of course for all church groups and activities associated with children and vulnerable adults. The idea of written plans including a quick verbal risk assessment at the beginning of each activity was considered to be an excellent one. **Action: Wendy** will produce a risk assessment form, blanks of which can be kept in the Parish Office.

Wendy was thanked for all her work to date to help us improve our safeguarding practices, and will return to the next PCC to update on progress as well as then on an annual basis.

More generally it was agreed that it will be important to raise the profile of risk assessments so that the church begins to absorb it into our culture and everyday practices.

3. **Review of Three Parishes' Awayday:**

Following a successful event in May, Jo suggested that we now need to look more deeply at some of the points raised, ideally through a working group/Mission and Outreach committee. After much discussion it was agreed that:

- Parish Mission Statement needs to be reviewed and updated

- Key questions begin with what is the church, what we want from it, and how we want to worship and grow together
- The voice of those attending the 9.30 services needs to be heard in order to have a more rounded view of the whole church
- A PCC away day would be useful. **Action: Sally** to explore possible venues
- We will not be able to do everything we might want to, and so will need to stop doing some things in order to make capacity to do other things
- We put the formation of a formal Mission and Outreach Committee on hold, and explore how we can engage with those who have not been represented in order that they can be involved in spearheading what we do.

4. Baptisms:

Discussed current pattern of baptisms whereby they are held on 1st Sunday mornings and 2nd Sunday afternoons, with up to 3 families at a service. Jo noted that there are several church festivals coming up on first Sundays, but that also there are a lot of people living outside the village requesting baptisms at All Saints, perhaps because they were married here.

After discussion the meeting agreed that it was preferable for baptisms to take place in a family's own parish, and that baptisms at All Saints would ideally be for families who are part of our church family or living in the village where we can seek to establish and build a relationship with them.

Action: Jo will discuss possible change of Diocesan policy with Deanery Chapter. Meanwhile clear instructions need to be given to church office staff, so that current practice of passing contact details straight to Jo can change and avoid the building of the family's expectations. Instructions from Jo are to be:

*If the family **are not** in the parish please explain that they need to contact their local parish priest and explore baptism with her/him. It is important that baptism draws us into the life and ministry of our **local** church and All Saints' PCC seeks to encourage that. If **after** that exploration they still want to request the possibility of baptism here they can fill in the form where they can give details of connections to All Saints.*

Action: Diana to ensure all office staff are given new instructions and that details are also written in the office handbook. **Action: Jo** to put chart in the parish office with the new instructions. **Action: Nanette** to diary.

5. Serving with Accountability paper:

Paper from the Archdeacon had recently been circulated and Sally highlighted that the questions to be addressed are similar to those from our Three Parishes Day (above). It was agreed that the PCC needs to give time to consider and respond to the paper at our next meeting. **Action: All** to review the Transforming Presence document and related pages on the Diocesan website, as these will also help to inform comments and discussion. **Action: All** to read the Serving with Accountability paper, and send comments to Sally **by 3.8.2015**. **Action: Sally** to collate all comments and circulate in advance of the September PCC meeting.

6. Harvest arrangements:

Harvest Festival will be on Sunday 4th October at 10.30pm, and Highwood's congregation will join us. The service will be followed by a lunch. In preparation for the service, on Sat 3rd October the uniformed groups will have a workshop, and a meeting is planned for 22nd Sept to discuss and plan it. The harvest charity will be Water Aid.

7. Mission and Ministry Units - update:

Jo advised that the trial Unit is in the very early planning stages, and that the Rural Dean is happy to visit PCCs to discuss further. It was agreed this would be useful next year.

8. Churchwardens' report:

Sally and Tony reported a number of matters:

- Allan Ellis has become Assistant Churchwarden, and his induction is underway
- Register of keyholders is to be compiled
- Jo and Susan's licensing service will be held at Roxwell on 24th July, and Sally is liaising with Marie Brooks re: invitations
- Correspondence has been received from the owners of 7 The Green about the need to dig a trench in the churchyard for investigation, and wardens are to contact the Tree Officer
- Following a successful organ recital, Michael Little has now identified a potential source of grant funding, and Sally is to assist with the application and obtaining the necessary support from the Archdeacon.

9. Treasurer's report:

Pauline had circulated budget reports showing a small surplus of the projected end-June budget, and projected £5,518 surplus at year end. She has also made the information available within the church, including charts.

- **Organ refurbishment funds** – it was agreed that monies raised specifically for the organ restoration (eg organ recital income) should be designated for that purpose and not be used for regular organ expenses such as tuning. **Action: Pauline** to ensure
- **Diocesan budget proposals** – these require a response. **Action: Pauline** to draft a response by end August
- **Proposed changes to the Parish Share Scheme** – response to the proposals is required by November, so needs to be discussed at the next meeting. **Action: Pauline** to circulate draft scheme with some comments and clarification. **Action: Nanette** to agenda for September PCC as a timed item
- **Independent Examiner** – Pauline noted that Steve Wright has agreed to be our independent examiner for 2015 accounts
- **Signatories to bank account** – There are currently three, and it was agreed to review the number of signatories if there are problems with availability in the coming 12 months.

Pauline was thanked for her ongoing work in managing the PCC's budgets.

10. Reports from Committees and other teams:

10a. Fabric Committee has various works in hand and updated the PCC as follows:

- Quinquennial repairs:
 - Site visit - Tony is trying to arrange this with Bakers, now that the Bat report has clarified restrictions on timing of work in both porches

- Faculty – Richard Oscroft will now start this application
- Fundraising – seminar was instructive, but someone needs to be appointed to lead this as a time-limited project.

The PCC identified two possible people to lead on the fundraising. **Action: Tony** to pursue the first and advise Jo who will approach the second if necessary

- Heating:
 - DAC visit for informal advice re: heating and glazing will take place the day after this meeting
 - Isabel's research on improving heating in churches in Oxfordshire has shown that almost all has been done as part of a larger plan to re-order a church, rather than a one-off exercise
 - Isabel also wondered about exploring external secondary glazing, which would protect the stained glass, the lead, and reduce cold air entering the building
- Churchyard gates – we are awaiting a second opinion on how to repair Church Lane and Loves Walk gates, and costs
- Two DIY days are planned for August and September, the second just to dismantle and dispose of the massive hedge, ivy etc behind Pump Lane cottages.

10b. Christian Centre Committee reported that the Centre has a healthy financial position and there is now a new weekly booking for a Mother and Toddler group. Maintenance is in hand and health and safety checks are up to date.

10c. Worship Development Committee membership to include Margaret Bruce and Michael Little, and first meeting to take place on 11th August.

10d. Social and Fundraising committee reported that since the last meeting, the team has helped with catering arrangements for the Three Parishes day and the organ concert arranged by Michael Little. More recently at the Open Gardens, we raised £1,449.10 towards the overall income for the Friends of Writtle Church (known to be over £6,500), through lunches (£451), teas in the church by Pam's team (£288) and teas at Isabel & Geoff's (£710). Our thanks to all who helped, both in advance and on the day. We are now looking forward to the Church garden party on 11th July at Isabel & Geoff's. **Action: Jo** to share new publication containing fresh fundraising ideas with the committee.

Andrew M advised the PCC of Galleywood's successful Time and Talents, from which we might learn. **Action: Andrew M** to research details and circulate to the PCC.

10e. Worship team has benefitted from the additional help of Keith and Rev'd Jo, whose expertise is invaluable.

The congregation at the All Age Worship service continues to grow steadily and there are now a number of young families attending regularly. The band also has another flautist, making the full complement 7 young players and 4 adults. 21st June saw the advent of a new venture – messy church- and with hardly an exception everyone in the congregation (young and old) participated in

the making of collages to enhance the Open Gardens theme for the day. In September some members plan to help at St Paul's, Highwood.

10f. Healing Ministry team has had a positive and helpful time of sharing/prayer in mid June, and are moving forward in planning the leaflet about the healing ministry. They are grateful for Rev'd Jo's support in their work.

10g. Christmas Tree Festival team: has begun early preparations for the next Festival on 4th-6th December

10h. Churchyard Conservation team reported that family pressures meant that it has not been possible to do the planned spring planting or build on the links with the Junior School.

10i. Friends of Writtle Church update: The 2015 Open Gardens were a great success, enjoyed by 1,176 paying visitors plus children, raising over £6,500 (late donations are still arriving so final figure not yet known) – beating the previous record of £4,950. This was followed by a concert by the Angelis Choir – again another popular and successful event assisting in boosting the Friends' funds.

11. Diary dates:

24th July – licencing service at Roxwell

16th August - Praise and picnic on the Green at 3pm

12. Minutes of the last meeting:

These were agreed and outstanding matters arising were as follows:

- Parish Giving Officer – request in hand
- CCTV in the tower – to be discussed with the DAC on tomorrow's informal visit

13. Any other business:

Quote for a replacement tank has been received (£1,425+VAT), and Tony noted that the work requires a purpose built tank and 2 days' labour. **Action: Tony** to explore second quote with an alternative contractor.

With a significant number of matters requiring PCC consideration, Jo urged PCC members to discuss matters via email using 'reply all'. **Action: All** to become proactive in initiating and contributing to e-discussions amongst the PCC on business matters.

14. Date of next meeting:

Tuesday 8th September at 7.30pm in the Christian Centre. (Apologies noted from Margaret and Diana)

Meeting closed with The Grace